

**BANFF PUBLIC LIBRARY BOARD MEETING MINUTES**

**Wednesday, June 24th, 2020**

**6:00 pm via Zoom**

**Present: Monica Dominquez, Ali Buckingham, Sarah McCormack, Lindsay Stokalko, Brian Standish, JM Stelter, Sonia Zyvatkas, Michaela Duggan, Joanne Harris, Brig Hopkins**

**Regrets: Kyle Brenders**

1. **Call to Order:** 6:00pm
2. **Approval of Minutes of May 27th, 2020:** **Motion to Approve Lindsay Stokalko 01-24-06-2020**
3. **Approval of Agenda:** **Motion Approve Joanne Harris 02-24-06-2020**
4. **Electronic Motions:** Audit Review Approval via Basecamp - June 5th, 2020
5. **Training**
  - Public Library Service Webinar on Board Governance During COVID - May 7th 2020 - refer to Lindsay Stokalko's notes - discussion of few items are required:
    - Need to publicly announce when meetings are and make them accessible to community member to attend if desired
    - Zoom provided via email and not publicly posted
    - Form created and added to website for agenda items and to request Zoom meeting information
    - Everything else that was discussed at the meeting the board is working on - Budget, Plan of Service, Policies
6. **Old Business:**
  - Closure updates
    - Sarah McCormack provided an overview of closures and services to date for new board members
    - Maintained services through COVID and continue to provide these services and add new services as allowed
  - Changes to Library Bylaw 67-2
    - Requested to be reviewed again as per Libbey McDougall from Town of Banff
    - Board has already reviewed and didn't have any changes
    - Three year term for board members was the only sticking point however this will not assist with the board turnover issue - this is due to people moving away
    - There must be enough continuity and not a complete turnover with board members however this is difficult to address with different length board terms

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- Sarah McCormack explained that three year term has worked best in the past and is the standard for libraries in Alberta
- Lindsay Stokalko will contact Libbey McDougall and let her know there are no changes to this bylaw

**7. New Business:**

- New board members
  - Monica Dominguez introduced herself - 30 year resident of Banff - works at Bow Valley Credit Union and also on Hospital Board - wanted to be on library board to get more involved in community and see how the library operates behind the scenes
  - Michaela Duggan - 30 year resident of Ireland - two year resident of Banff - works for Pursuit staff housing, and wants to be a part of the community and getting further involved
  - Lindsay Stokalko offered to meet with new board members to discuss any questions and encouraged them to think about which committee they would like to sit on, and Sarah McCormack offered socially distant tours and overview of library services
  
- Re-opening Strategy - Phase II
  - Continuing with plan - measured and thoughtfully delivered small steps to ensure there hasn't been an interruption of service, and a slow and safe increase in new services
  - Touchless bathroom fixtures and hand sanitizers to be installed soon and then appointments can be made to accommodate browsers which is what the patrons have flagged as the service they miss most via community surveys
  - Computer use and wifi use are also important as per community survey
  - Physical space being arranged appropriately to ensure social distancing and safe browsing
  - Out of town tourists have been trying to use the library - which is not safe as these visits are not scheduled therefore the library must be remained closed and for community members by appointment only
  - Friday June 26th, 2020 - Library Listening Room filmed in library space
  - Survey includes only reasonable options at this time that can be facilitated through the library
  - Form will be available on website to fill out for browsing and computer appointments - smooth process for staff
  - Community members can also call for appointments if they do not have access to internet to use the web form
  - Posters are posted around town with this information - website, email and phone number to contact library to book appointments
  - Digital Divide project informal at this point, but library is aware of this issue in town
  
- Wage Subsidy
  - Applied for CEWB and received \$61,000
  - Will use to cover loss of revenue
  - HR&F Committee has begun discussion on the most appropriate use of these funds
  - Waiting for financial statements from accountant to compare lost revenue

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- Sarah McCormack and Joanne Harris to review - budget reforecast cannot be done at this time, however predictions can be made based on previous months and loss of other funding sources

**8. Reports:**

- **HR&F Committee – Joanne Harris**
  - Committee discussed new director employment agreement - has been posted for board to review and make any amendments and pass it this meeting
  - Joanne Harris spoke to Lisa Grover (lawyer) and said not to reinvent the wheel and the binding legal agreement provided from Marigold and revised by HR&F Committee to reflect specifics should be adequate for this new agreement
  - Board needs more time to review and will pass it via Electronic Motion with any questions directed to Joanne Harris via Basecamp Electronic Motion Message Board
  - Executive Committee began the process, brought it to the HR&F Committee who worked through it line by line as their June 2020 meeting
  - A timeline needs to be included to ensure the agreement and performance review happen in the correct order
  - A new agreement was required to clarify roles and expectations as the old contract was inadequate
  
- **BD&P Committee – Sonia Zyvatskaskas**
  - Committee reviewed the first draft of the HR15 Pandemic Response Policy and made a few suggested edits
  - Sarah McCormack will post revised HR15 Pandemic Policy to Basecamp for board to review
  - Discussed the new approach to the review of the Plan of Service - open it up to add more information about targets, measures and timelines
  - Pandemic response and altered the program delivery needs to be kept in mind - a more local emphasis to these services
  - Sarah McCormack and staff to contribute to this - aid reporting, keeping everyone on track and in sync
  - Discussed the need to reconfigure the library to accommodate the changing nature of delivery of service during a pandemic - what does this look like? New furniture? Move stacks? Sarah to submit ideas and board can then advise
  - Further discussion to lay out different scenarios to address what would be best for a larger board discussion
  - Financial parameters? There will be surplus, however the library needs to evaluate each step and be careful with budget - unsure how long this pandemic will last or what the long term needs of the library will be - these needs will shift over time
  - Sarah McCormack to create a few plans
  - \$100,000 in capital reserve
  - Need new chairs, better tables - should be under \$30,000 for these immediate needs
  
- **Financial Statement – Joanne Harris**
  - \$61,000 for wage subsidy - 75% wage coverage

- Award from Marigold - \$750-\$1000
  - Staff is working hard and there should be a pandemic bonus for staff - how can we do this so as to not affect staff's taxes ie. gift cards, lunches, etc - open to ideas from the board
    1. Gift cards are a nice idea - prepaid credit cards so as not to limit where the staff can spend
    2. Electronic Motion to get discussion going on Basecamp
  - There are issues with BMO M/C as well as with CIBC - there is no personal connection or support from BMO or CIBC and it is very difficult for Sarah McCormack to work out any issues or access customer service
  - Suggested that the Banff Public Library move accounts to the Bow Valley Credit Union - a local business, with an actual person to contact in Banff for assistance - offer community business accounts, \$10,000 limit credit card
  - **Motion to move all accounts to Bow Valley Credit Union - 03-24-06-2020 Ali Buckingham (Monica Dominquez abstained as a Bow Valley Credit Union employee)**
  - Board needs to be cautious with capital money as funding next year is uncertain
  - Library funds not needed for PPE as of yet, and there are grants to cover PPE for staff and patrons that can be explored
  
- **Librarian's Report - Sarah McCormack**
  - Most items have been covered in other agenda items - will discuss remaining items here
  - Library staff have been having many meetings with Marigold and other library communities in Alberta
  - Many services are continued to be offered to community via the library with no disruption in service
  - REALM report has been released - library specific testing has been done to determine how long the virus stays on materials - 72 hours is the recommended quarantine time for all library materials
  - All resources related to pandemic planning are uploaded to Emergency Planning Team in Basecamp for board to reference as required
  - Marigold has started up holds from some other Alberta libraries, and staff is going through process for notifications - 2 deliveries a week from Marigold - delivered after 72 hour quarantine period at Marigold
  - New materials purchased for library collection have been delivered and are being catalogued and will be available
  - Book club has begun
  
- **Town Council Report - Brian Standish / JM Stelter**
  - Nothing to report from Town of Banff - town has changed physically but no changes to mention pertaining to library
  - Nothing to report from ID9
  
- **Marigold Meeting – Brig Hopkins**
  - Attended Marigold board meeting last week - nothing to report - everything from last meeting still relevant other than libraries are beginning services again

- Banff still ahead of curve with library services offered to community

**9. In Camera** - refer to restricted In Camera notes

**10. Next Meeting:** July 29th, 6pm via Zoom

**11. Adjournment:** 7:03pm



Lindsay Stokalko  
Banff Public Library Board Chair / Secretary